



DEPARTMENT OF THE ARMY
WALTER REED ARMY MEDICAL CENTER
6900 GEORGIA AVE NW
WASHINGTON DC 20307-5001

MCAT-DCA

APR 6 2005

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Commander's Policy on Lodging for Families of OIF/OEF Service Members

1. In response to the high volume of patients and family members requiring temporary lodging at Walter Reed Army Medical Center (WRAMC), and in consideration of incoming wounded/ill Service Members and their families, the following procedures will be implemented and enforced based on existing Mologne House Standard Operating Policies. These procedures are effective 1 April 2005. OIF/OEF Soldiers and their families have the highest priority for assignment of available rooms IAW Mologne House Standard Operating Procedures.

2. The Mologne House Hotel and WRAMC Fisher Houses are medical transient lodging facilities. As such, the facilities are not designed for long-term accommodations.

a. Family members of wounded service members will be informed that IAW installation policy, lodging on post is limited to thirty days. Lodging is provided to family members on a space available basis.

b. Families requiring more than two rooms will be accommodated on a space-available basis.

3. Family members requesting an exception to the above policy should fill out an extension form 7-days prior to the end of the 30-day period. These forms are available at the Front Desk of the Mologne House Hotel and the Medical Family Assistance Center (MEDFAC) located in the Hospital on the third floor. All completed extension forms will be turned into the MEDFAC.

4. All exceptions will be reviewed by the Casualty Care Committee. This committee will evaluate the clinical need for the patient to have family co-located at WRAMC based on the medical, emotional and social needs of the patient and their family. Unique circumstances will be evaluated and a length of stay determination made on an individual basis. Automatic extensions may be granted to those family members traveling on a current and active set of Invitational Travel Orders (seriously ill and very seriously ill patients).


5. The Casualty Care Committee is headed by the Department of Social Work and includes representatives of the Patient's Clinical Care Team, Lodging Management, Medical Center Brigade Chaplain, Army Community Service and Medical Family Assistance Center (MEDFAC) case manager or director.

6. Should the family dispute the decision of the Casualty Care Committee, The Garrison Commander will review the decision with a final appeal through the Installation Commander.

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7. Point of contact for this policy is Mr. Peter Anderson, at 202-782-5173.



KENNETH L. FARMER, JR.
Major General, MC
Commanding

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2. The Mologne House Hotel and WRAMC Fisher Houses are medical transient lodging facilities. As such, the facilities are not designed for long-term accommodations.

3. Lodging for Service Members released from WRAMC as an inpatient to the Mologne House as an outpatient are limited to thirty days. Service Members requiring stays in excess of thirty-days will require an exception. These will be granted based upon availability and medical necessity.

a. When the Service Member is ready for release from the hospital, the Medical Holding Company must be notified by the hospital staff at least 24 hours in advance. The Medical Holding Company will work with the Mologne House staff to assign the service member to a room.

b. Service Members who are not physically able to care for themselves or require enhanced care should not be released from the hospital to the Mologne House.

c. If the family of the Service Member has on-post lodging, then the Service Member will be able to stay in the same room as the family. Medical Holding Company must still be notified that the service member is ready to be released from WRAMC. Separate rooms for Service Members and families will only be provided on a space-available basis.

d. Lodging for families of Service Members returning from convalescent leave is on a space available basis and based upon medical necessity. Service Members should be prepared to make alternate plans for lodging at their expense as availability of space is very limited.

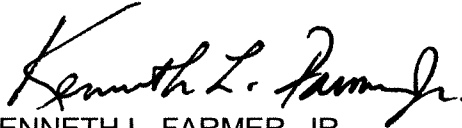
4. Service Members assigned/attached to the Medical Holding Company (those Service Members who have been reassigned to WRAMC by Permanent Change of Station (PCS) or Temporary Change of Station (TCS) and who have been medically cleared and are expected to stay longer than thirty days, will be assigned to other housing (i.e. Summit Hills, Fort Meade etc.) as space becomes available. Exceptions to the above will be presented to the Deputy

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Commander for Clinical Services, Walter Reed Army Medical Center (DCCS, WRAMC) and based on a space available basis.

5. Families of Service Members assigned or attached to the Medical Holding Company are only authorized on-post or other military lodging IAW policy, based on medical necessity and on a space available basis. Should the need for additional bed spaces arise, the Medical Holding Company Commander or their designated representative will inform the Service Members that the family members must vacate the lodging within 72 hours.
6. If a Service Member is assigned convalescent leave for more than 10 days, he/she must check out of the Mologne House and remove their belongings. If desired, storage will be made available through the Platoon Sergeants at the Mologne House. Any exceptions to the above will be made by the Mologne House General Manager or his designee and based upon availability
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